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TRANSMITTAL, ACTION AND CONTROL For use of this form, see TRADOC Reg 1-11; the proponent agency is the SGS.				1. CATS CONTROL NUMBER	2. TODAY'S DATE (YYYYMMDD)	3. SUSPENSE DATE (YYYYMMDD)
4. OFFICE SYMBOL				5. SUBJECT		
6.	ROUTING: (SGS USE ONLY) Initial Date			TRADOC SGS <div>(Name and Phone)</div>		
	CG			COMMAND GROUP COMMENTS:		
	CG XO					
	CPG					
	DCG/CoS					
	ACoS					
	DCG XO					
	CSM					
	SGS					
	C, SAD					
	SACO					
7. EXECUTIVE SUMMARY						
<div><div>Key Points</div><div><ul style="list-style-type: none">■■■</div></div>						
Ref:						
Encl: TAB A: TAB B:						
1. Purpose:						
2. Discussion:						
3. Recommendation:						
APPROVED _____ DISAPPROVED _____ NOTED _____ SEE ME _____ COMMENT _____						

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8. LEAD AGENCY STAFF COORDINATION				CATS CONTROL NUMBER:		
TITLE	INITIAL	TYPE OR PRINT NAME			DATE (YYYYMMDD)	
PRINCIPAL						
ACTION OFFICER (Name/Title/Phone Number/E-mail)						
FILE LOCATION:						
SACO's NAME (Name/Phone Number/E-mail)						
RECOMMENDATION FOR COORDINATING STAFF:						
9. STAFF COORDINATION						
CONCUR	NON-CONCUR	AGENCY	NAME (TITLE, LAST NAME)	PHONE	DATE (YYYYMMDD)	REMARKS
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					
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<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					
10. REMARKS BY TRADOC SGS: <input type="checkbox"/> RETURNED REQUESTING ADDITIONAL INFORMATION/CLARIFICATION						

INSTRUCTIONS

PARENTHESES AT TOP OF FORM:

Fill in classification (UNCLASSIFIED, FOUO, etc.)

Block 1. TRACKING NUMBER:

If the action has been assigned a tasker number by the G-33 Tasking Office or SGS Staff Actions Division, enter that number.

Block 2. TODAY'S DATE:

Enter today's date. Use the Army standard date format: YYYYMMDD. Example: 20090212.

Block 3. SUSPENSE DATE:

Use format: YYYYMMDD.

If the action is responding to an external suspense, enter the date of the assigned suspense. If the suspense date is established internally, enter that date.

Block 4. OFFICE SYMBOL:

Enter the office symbol of the agency responsible for the action. Example: (ATFC-Y).

Block 5. SUBJECT:

Enter the primary subject line of the action. The subject on the TRADOC Form 5 should match the subject used in the assigned tasker. Use upper and lower case letters and unbolded font.

Block 6. ROUTING: (TRADOC SGS use only.)

The TRADOC SGS will complete this block.

Block 7. EXECUTIVE SUMMARY:

Key Points: The key points are the pieces of salient information that the CG and/or DCG need to know about this action. Write them at the senior Army leaders' level. These are the points your principal or deputy want to convey to the CG/DCG. Each key point area allows you two lines (164 characters/spaces) to express your thought with a maximum of three key points.

Ref: List all references, e.g., CSA tasker; meeting; e-mail; etc. If none, state N/A.

Encl: List all enclosures and tabs. Explain what is included within the packet. If none, state N/A. For example: Enclosures: TAB A: Memorandum for CG's signature. TAB B: CSA tasking, and so on. If the packet has more than four tabs list them linearly separated by commas or semicolons within the "TAB A" and "TAB B" designated spaces. If necessary, continue in the undesignated space within the Encl section.

1. Purpose: Provide a short, clear statement describing the purpose (e.g., to obtain the CG's signature on the memorandum at TAB A).

2. Discussion: Summarize the information and provide a current status, if applicable. Why are you telling this to the CG/DCG? What should the CG/DCG know and discuss? Describe the task, its origin, issue, and requirements. Provide a fact-filled background and comment. This discussion should tell the story on an action without prompting questions. The final approval authority should fully understand why the action is necessary. Be concise.

3. Recommendation: Provide a brief statement of the desired action by the final approving authority and explain why it is the best option. For example: CG approve action and sign the memorandum at TAB A. Block 7 allows the CG/DCG to approve, disapprove, and/or comment on the action.

Block 8. LEAD AGENCY STAFF COORDINATION (Lead agency use only.)

These blocks are designated for the internal approval chain within the lead agency. Possible entries could include branch chief, division chief, director, and deputy. The appropriate releasing authority should electronically sign and date the action once they have released/approved it for forwarding to the next appropriate office for disposition.

The command/coordinating staff will electronically initial or sign and date. His/her electronic initials or signature represents concurrence with the contents of the form and the final product to be submitted to SGS for CG/DCG review.

ACTION OFFICER (Name/Title/Phone Number/E-Mail): Enter the responsible person's name, rank and/or position title, office phone number, and e-mail address. This information is especially important to ensure any questions can be quickly directed to the appropriate POC. The action officer will electronically sign.

FILE LOCATION: It is important to be able to retrieve a file for corrections and annotations in the event that the originating action officer is not available. Enter the file path to reflect where the correspondence was saved on the server. NOTE: This applies to unclassified documents only.

SACO'S NAME (Name/Phone Number/E-Mail): Enter the SACO's name, office phone number, and e-mail address. The SACO will electronically sign.

RECOMMENDATION FOR COORDINATING STAFF: This block allows for recommendations to the coordinating staff. For example, DCS, DCS, G-3/5/7 approve memorandum at TAB A by electronically initialing block 8.

Block 9. STAFF COORDINATION:

When staffing an action for review and comment, include each office and POC's information that the action is being staffed with, and include instructions for the addressees to indicate their concurrence by checking the corresponding block and returning it to the originator. If concurrence indicates "concur with comments," include comments at appropriate tab.

Block 10. REMARKS BY TRADOC SGS: (TRADOC SGS use only.)

The TRADOC SGS will complete this block.

RETURNED REQUESTING ADDITIONAL INFORMATION/CLARIFICATION: SGS will use this block to identify all actions being returned for additional information.